

[illegible]

MISSION EXPENSE TRACKING SCHEDULE INSTRUCTIONS

Enter the date of the mission, the mission number, the page number, and check the type of mission.

Column A – Enter the sortie number. Remember to track all sorties, including those “in-bound” to the mission base and “out-bound” to a home base?

Column B – Write the name of the unit or individual who'll file CAP Form 108 for reimbursement of expenses for the sortie.

Columns C, D, & E (use for an aircraft or vehicle):

C Check one of the two boxes. Is the unit an aircraft or a vehicle?

D Check one of the two boxes. Who owns the unit? Is it CAP equipment or is it provided by a member?

E If the unit is an aircraft, enter the N number.

If the unit is a vehicle and is owned by CAP, enter the vehicle number.

If the unit is a vehicle and is provided by a member, enter the license number.

Columns F, G, H, I, & J (use for an aircraft only):

F Enter the beginning hobbs time of the sortie flight.

G Enter the ending hobbs time of the sortie flight.

H Hobbs Hours – Subtract the beginning hobbs time from the ending hobbs time.

I Aircraft Hourly Rate – Enter the cost rate of the aircraft.

Column J – Fuel/Oil Cost.

For an aircraft or a vehicle, enter the actual dollar amount of the fuel and oil receipt for the sortie.

Column K – Sortie Cost

For aircraft, multiply the Hobbs Hours by the aircraft rate and add the fuel cost, and enter the result in this column.

For vehicles re-enter the cost of the fuel and oil from the column J.

Column L – Running Total

This is the accumulative total of Column K. (This total will include amounts from previous pages, if any.)

Suggestion: Use 3 forms to help organize and simplify the job.

- Use separate sheets for all of the inbound units; not all units come in at the same time.
- Use separate sheets for all exercise sorties.
- Use separate sheets for all outbound units. Not all of the units will leave at the same time and waiting for the cost of the outbound units will not impede the cost calculation.